



TERMS OF REFERENCE CONSULTANCY SERVICE FOR BUSINESS DEVELOPMENT TRAINING FOR LIVELIHOOD BENEFICIARIES

This Terms of Reference (ToR) outlines the scope of work, roles and responsibilities, and required qualifications for a consultant to conduct Business Development Training for selected livelihood beneficiaries in CSO INTERCEDE Project

Project	CSOs Improving Nutrition in Tea Estate and Rural Communities through Enhanced Service Delivery and Empowerment (CSO-INTERCEDE)
Title	Business development training for Livelihood beneficiaries. (Activity 3.4.2)
Location	Norwood DS Division of the Nuwara Eliya District Palagala DSD of Anuradhapura District
Duration of the assignment	02 Month

ORGANIZATION

The Adventist Development and Relief Agency (ADRA) Sri Lanka is a locally registered NGO that has been operating in Sri Lanka since 1982. We are also part of the global ADRA network, which is active in 118 countries worldwide. Our primary focus areas include WASH, Nutrition, Refugee Reintegration, Economic Development, and Youth Development.

THE PROJECT

The CSO INTERCEDE project aligns and focuses on enabling Civil Society Organizations (CSOs) to support vulnerable groups in coping with the socio-economic crisis in estate and rural Sri Lanka. The action aims to strengthen CSOs' skills and capacity to improve the nutritional status of women, youth, and children, engage in policy dialogue on nutrition and livelihood, and advocate for enhanced nutritional status and viable livelihoods. By partnering with CSOs, the project will empower local communities to address nutrition and livelihood needs and navigate the impacts of the crisis. Targeting vulnerable groups in Anuradhapura and Nuwara Eliya Districts, the project will support District-level CSOs (D CSOs) and grassroots-level Based Organizations to implement interventions and empower communities. Through capacity building and advocacy, the project seeks to create a sustainable network of change agents, promoting food security and well-being for over 500,000 individuals. Key themes include gender mainstreaming, social inclusion, local ownership, and green recovery, aiming to improve the livelihoods of women, youth, and children in Sri Lanka.

THE OBJECTIVE OF THE ASSIGNMENT

This initiative aims to equip selected livelihood beneficiaries with practical knowledge and essential business skills that will enable them to effectively plan, manage, and sustain their livelihood activities. Through structured training and practical learning, the initiative seeks to strengthen beneficiaries' understanding of markets, improve their communication skills, enhance financial decision making, and ultimately support the successful and sustainable operation of their livelihoods.

Business coaching and mentorship will be provided to support beneficiaries in effectively managing their enterprises and overcoming challenges. All livelihood beneficiaries will be provided with 3 capacity-building trainings.

- 1) Business plan development
- 2) Business coaching technical training
- 3) Finance management training.

SCOPE OF WORK & DELIVERABLES

NO	Deliverables	Description
01	Submitting modules and workplan	Consultant need to submit a detailed work plan and modules through an online meeting with managers.
01	Conduct 1st Business development training under the topic of Business Plan Development & Market analyze. Completion report 04 training sessions – NE 04 training sessions – ANU	Consultant is expected to conduct 04 training sessions for each Cluster Covering 100 Beneficiaries in one district (one session for 25 participants). Training Contents will be covering the basic topics such as; <ul style="list-style-type: none"> • Business plan development Strategy • Importance of marketing • Market Handling for livelihood production & service • Market analyzes
02.	Conduct 2nd Business development training under the topic of Effective Communication. Completion report 04 training sessions – NE	Consultant is expected to conduct 04 training sessions for each Cluster Covering 100 Beneficiaries. Training Contents will be covering the basic topics such as; <ul style="list-style-type: none"> • Business communication • Stakeholder Management (Business related) • Effective Communication for succeed in business

	04 training sessions – ANU	
03	<p>Conduct 3rd Business development training under the topic of Finance Management</p> <p>04 training sessions – NE</p> <p>04 training sessions – ANU</p> <p>Completion report</p>	<p>Consultant is expected to conduct 04 training sessions for each Cluster Covering 100 Beneficiaries. Training Contents will be covering the basic topics such as;</p> <ul style="list-style-type: none"> • Finance in Business • Bookkeeping (Types of books, maintenance of records) • Basic Accounting

DURATION OF THE ASSIGNMENT

The consultancy will be for a period of 02 month from March 2026

RESPONSIBILITY OF ADRA SRI LANKA

1. Provide overall vision for the activity.
2. Coordination with Beneficiaries & arrangement of training sessions.

LIAISON

Project Manager Nuwara Eliya -ADRA Sri Lanka
Project Manager Anuradhapura -ADRA Sri Lanka

QUALIFICATIONS AND OTHER TRAITS

1. A minimum of a degree in Business Administration, Economics, Development Studies, or a related field.
2. At least two years of experience of conducting business trainings in income generation, business development, or financial sustainability programs, preferably within the NGO or CSO sector.
3. Proven expertise in conducting capacity building programs and delivering training on business development and business financial management.
4. Knowledge of the Livelihood business context of Sri Lanka, particularly in working with CSOs at district and GN levels.
5. Excellent communication, facilitation, and reporting skills in English and local languages (ANR – Sinhala ; NE - Tamil).

KEY TERMS AND CONDITIONS

Total ceiling amount of the assignment is per district is 240,000.00 LKR

***** Clearly mention if the proposal is for one district or for both the districts.**

1. Payment will be made according to the given payment schedule based on the completing deliverables described above.
2. Withholding taxes of 5% will be deducted from all payments above LKR 100,000/= within a period of one month. If the consultant submitting the current account is registered for a relevant consultancy service, withholding tax will not be deducted.
3. The consultant should follow CSO- INTERCEDE Visibility protocols and Branding policies and make sure ADRA and the European Union logos are presented as per the guidelines.
4. The consultant and all personnel involved in the Performance must comply with the child protection policy and other relevant TFCDF & ADRA policies.
5. CSO- INTERCEDE Project may request written evidence of necessary coverage provided by the consultant for their services.
6. All requirements in respect of insurance including professional indemnity, worker's compensation, public liability, superannuation, and taxation, where applicable will at all times remain the responsibility of the consultant.

Budget Breakdown

Payment No	Payments on Deliverables	Amount
01	Advance payment for submitting modules and work plan.	10%
02	Conducting 1st Business development training and submission of final report	30%
03	Conducting 2nd Business development training and submission of final report	30%
04	Conducting 3rd Business development training and submission of final report	30%

EXPRESSION OF INTEREST

1. A cover letter introducing the individual/organization, outlining how the required skills, competencies, and experience are met, along with an expression of interest, must be submitted.
2. A detailed budget, including all costs related to the consultancy such as travel, meal, and any other expenses associated with the assignment, must be provided.



APPLICATION PROCESS

Interested candidates (consultants/ consulting agency) should Submit the expression of interest Via email To ADRA Sri Lanka “hr@adrasrilanka.org”, subject title stating “Business Development Training for selected livelihood beneficiaries in CSO INTERCEDE Project” by 12pm on **11th** Wednesday March 2026.

the consultant is requested to submit the proposals along with cover letter, detail budget and their expertise separately for both districts.

The consultant will be selected through a standard recruitment process.